

TITLE, SERIES, GRADE: Program Analyst, GS-343-9/11/12/13

SALARY RANGE: GS-9: \$44,856 - \$58,318 per annum  
GS-11: \$54,272 - \$70,558 per annum  
GS-12: \$62,886 - \$81,747 per annum  
GS-13: \$74,782 - \$97,213 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-13

VACANCY ANNOUNCEMENT NUMBER: 06-CRM-JC-007

AREA OF CONSIDERATION: All Interested Candidates and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: February 3, 2006

CLOSING DATE: Open until filled.

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Human Resources Management Unit, Washington, DC

NUMBER OF VACANCIES: 1 Position

THE CUT-OFF FOR THIS ANNOUNCEMENT WILL BE THE 30<sup>th</sup> OF EVERY MONTH UNTIL THE POSITION IS FILLED.

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity as a Program Analyst responsible for supporting the Criminal Division's executive resources and personnel policy work. The Criminal Division is responsible for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from counterterrorism to fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at:

[www.usdoj.gov/criminal](http://www.usdoj.gov/criminal).

The Division's Human Resources Management Staff, a fully operational personnel office, is committed to providing customer-focused services and innovative solutions within a fast-paced team environment that supports the work of the Division's more than 800, mostly DC-based, employees. The Program Analyst position being advertised is located on the Policy, Evaluation and Executive Resources Management Staff. In addition to providing operational support for the executive resources program, this staff also evaluates the efficiency of organizational processes and the effective use of personnel in meeting mission critical program requirements. In the policy area, this Staff works on developing policies and regulations that impact on human resources.

We encourage you to learn more about joining our fast-paced work environment and become part of a

dynamic team responsible for all facets of policy, evaluation and executive resources work.

#### JOB SUMMARY:

The incumbent serves as a Program Analyst and performs a variety of coordinating and crosscutting duties requiring a comprehensive knowledge of the interrelationships among multiple human resources fields. Administers, provides authoritative policy advice, and processes personnel actions for Senior Executive Service (SES), Senior Level and Schedule C employees. Develops and recommends executive resources policies and procedures that support accomplishing the Division's strategic goals and objectives. Monitors and evaluates new legislation and regulations affecting executive resources and prepares comments, action plans and/or implements requirements.

#### MAJOR DUTIES

Incumbent serves as a Program Analyst and provides operational support for the activities of the Policy, Evaluations and Executive Resources Management Staff and will be responsible for the following critical activities: performing a wide variety of duties related to managing the Division's executive resources in the areas of position management, staffing, compensation, performance management and adverse actions; developing and coordinating with subject matter experts comments on proposed policies and regulations that impact on human resources programs as well as developing and implementing policies and procedures specific to the Criminal Division; and evaluating programs and processes to make recommendations for improving efficiency, making better utilization of human resources, and enhancing customer service.

**QUALIFICATIONS:** Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

**SPECIALIZED EXPERIENCE** is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

**EDUCATION SUBSTITUTION:** As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

At the GS-09 Level: Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

1. Ability to manage projects from planning through execution, and to deliver professional written products and/or oral presentations.
2. Familiarity with or ability to incorporate technology into business solutions to assist stakeholders

- with accomplishing their goals or improving operational processes.
3. Ability to research and apply highly analytical and consultative skills in order to evaluate information and processes to make recommendations or enhancements to Division programs, policies and procedures.
  4. Ability to effectively communicate orally in order to provide technical advice and assistance in dealing with senior level managers.
  5. Ability to communicate in writing in order to formulate and present written conclusions, draft modifications of policy and procedural guidance and compose recommendations and briefing materials.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**HOW TO APPLY:**

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.

- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775.

-For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

**NOTE:**

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- If substituting education for specialized experience, transcripts must be submitted.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application

and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: [CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV)

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